

ASSISTANT WATER RESOURCES ENGINEER/PLANNER

DEFINITION

Under general supervision, performs professional and technical water resources engineering and planning assignments related to water demand, supply availability, optimization and use of local supplies, new supply development, short-term and long-term operational optimization of water supplies, and water policy; gathers, analyzes, and summarizes data and prepares various reports on water resources planning issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Water Resources Engineer/Planner class series. Initially under close supervision, incumbents learn and perform routine professional and technical water resources engineering and/or planning assignments. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level typically exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Associate Water Resources Engineer/Planner in that the latter performs the full range of project administration/planning duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Conducts water resources planning and analysis activities such as estimating water demand and conservation impacts and performing modeling based on historical usage data, land use trends, and other factors.
- Researches, analyzes, and summarizes data from various sources to support decisions related to securing and maintaining sufficient water supplies to meet demand and planning for District facilities.
- Develops and tests hypotheses related to immediate and long-range impact of District water resources programs and the impact of other regional, state, and federal projects/programs on District resources.
- Participates in the development, revision, and implementation of water resources reports and plans such as groundwater sustainability, urban water management, integrated resources water management, and master plans.
- Assists in preparing surface water and groundwater rights filings to the State Water Resources Control Board.
- Reviews environmental impact reports (EIR) and related planning documents; prepares draft response to issues that impact the District for review and approval by senior staff and/or management.

- Conducts and/or reviews studies related to water demand forecasting, water facility planning and performance, and economic analysis of supply and demand management programs; monitors legal and regulatory changes and court decisions which may affect water resources projects and programs; provides updates and recommended changes to supervisor.
- Attends and/or leads a variety of meetings; prepares and provides information for meetings including agendas, minutes, Board reports, presentations, and exhibits.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and practices of water resources engineering or planning.
- Principles and practices of water supply, hydrogeology, and hydrology modeling and analysis, forecasting and risk analysis, and statistical analysis.
- Principles, practices, theories, and methods of water supply planning and groundwater monitoring, contamination, and protection.
- Principles of mathematics and its application to water resources projects and programs.
- Practices of researching water resources issues, evaluating alternatives, making preliminary recommendations, and preparing technical reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate assigned water resources activities and projects with internal and external agencies and individuals.
- Apply water resources principles, practices, concepts, and standards to water supply planning and groundwater monitoring, contamination, and protection.
- Conduct water resources studies, projects, investigations, and analyses.
- Research, analyze, and summarize data from various sources.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Coordinate and participate in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Make accurate mathematical and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university in engineering, environmental science, planning, or a related field.

Experience:

- One (1) year of experience in the field of water resources planning.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; some exposure to temperature variations, noise, fumes, toxic agents, dust, and traffic hazards may occur while at construction sites.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; push, pull, lift, and/or carry light amounts of weight; bend, stoop, and kneel; operate office equipment including use of a computer keyboard; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.